

2 December 1970

MEMORANDUM FOR: Chief, CIA Archives and Records Center

SUBJECT : Archival Storage of Motion Picture Films

1. With regard to the development of an Agencywide selection policy for the retention of motion picture films I find:

A. National Archives Consultants:

Mr. James Gibson code 13 ext. 34275, Director, National Audio-Visual Center (Room G-5), National Archives and Records Service.

Mr. James Moore code 13 ext. 36493, Office of the National Archives (Room 18N), Cartographic and Audio-Visual Records Division.

Mr. Gibson is responsible for the preservation, reproduction, and use of Active Audio Visual materials of the Government while Mr. Moore is concerned with the selection and storage of Audiovisual material. Both men are readily available to discuss problems and procedures related to the processing and storage of this specialized record media.

B. Black and White Motion Picture Films:

(1) From the camera the first product is The Original Negative and Sound Track.

(2) Then the first processing creates another product The Fine Grain Master.

(3) Then there is created the working material which is The Composite Duplicate Negative with a separate sound track.

(4) Finally there are made as many as needed of The Release Viewing Prints

The policy at National Archives is:

(a) Obtain and store the Original Negative and Sound track where possible. (These once were on Nitrate Film and may not be available or storeable)

(b) Also obtain and store a Release Viewing Print.

(c) Depending upon the amount of viewing and reproduction copies required, the Duplicate Negative should be considered for storage. Retain it if a & b are not available.

(d) The Fine Grain Master is kept if the Original Negative is not available.

C. Color Motion Picture Film

(1) From the camera the initial product is The Original Color Roll and Sound Track.

(2) For editing and splicing the next products are The A and B Rolls (sometimes a C).

(3) The next product of the processing is The Intermediate Negative with separate sound track.

(4) Finally there are made as many as needed of The Composite Viewing Prints.

The policy at National Archives is:

(a) Obtain and store the Original Color Roll and track.

(b) Obtain and store a Composite View Print.

(c) Depending upon the reproduction requirements of the operation obtain and store the Intermediate Negative and Track.

(d) The A and B rolls are work materials which can serve as a back up or substitute for original color roll.

2. It would seem to be appropriate for us to continue to pattern our policies for the Agency Archives after the related policies practiced by the National Archives whenever possible. Consequently, our sequence of priorities for Motion Picture of continuing Archival value will be to regularly obtain and store these first three items and when necessary the fourth:

a. The original Black and White negative film and original color rolls with related original sound tracks.

b. The Black and White Release Viewing Print and composite color viewing print and Sound Tracks.

c. The Composite Duplicate Black And White Negative and Intermediate Color Negatives and Sound Tracks.

d. When the negatives are not available for future reproduction requirements we should have the Fine Grain Master Black and White and the A & B rolls of Color films plus their separate sound tracks.

3. The detailed indexing, protective storage, and periodic maintenance procedures are a separate concern. We should develop and document as early as possible your standard operating procedures with regard to audiovisual materials. We should meet and determine a device whereby in the absence of a formal Archives, you and I can make known our concern, facilities, and procedures for preserving Archival material in this media.



CIA Records Administration Officer

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